AGENDA
Summer 2016 Biannual Strategy Implementation Report (BSIR)/ Financial Management Forms Workbook (FMFW) Workshops
9:00am – 2:00pm

1. Welcome
   a. Cal OES Staff
   b. Attendees, Self Introduction

2. Financial Management Forms Workbook (FMFW)
   a. Changes for FY 2016
   b. Background Information
   c. Content
   d. Reimbursements
   e. Modifications

3. Biannual Strategy Implementation Report (BSIR)
   a. Overview
   b. Registration
   c. Funding Module
   d. Submission process

4. Financial Accountability Compliance/Monitoring

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Summer 2016
Biannual Strategy Implementation Report (BSIR)/Financial Management Forms Workbook (FMFW) Workshops

Homeland Security Grants Processing Unit

Workshop Locations

Monday, August 15, 2016
Webinar

Tuesday, August 23, 2016
San Diego

Wednesday, August 24 2016
Sacramento

Tuesday, August 30, 2016
Dublin

Wednesday, August 31, 2016
Tehama

Friday, September 2, 2016
Webinar

Topics of Discussion

- Overview of Financial Management Forms Workbook (FMFW) v1.16

- Reimbursements, Advances, Modification Requests, and Amendments

WHAT'S NEW

Project Overview

- (NEW) The previous "Project Descriptions" ledger has been renamed to "Project Overview."

- (NEW) The previous column "Project Description" has been renamed to "Project Overview." This change was made so that this information is not confused with what is to be reported in the BSIR.

- (NEW) A "Focus" column has been added. This column will be used to categorize the projects that roll up under the Investment Justifications.

WHAT'S NEW - CONTINUE

Project Ledger

- (NEW) Project Number: Each project will have a distinct three (3) digit Project Number on the FMFW. The Project Numbers are assigned on the Project Ledger sequentially and will be used to identify the projects throughout the Workbook.

- (NEW) The previous "Project Name" has been retitled to "Project Title" to be consistent with BSIR reporting fields.

- (NEW) The "Project Description" column must present a concise description of the project activities and should demonstrate planned outcomes or activities.

- The "Solution Area Sub-Category" column has been removed as this information is captured on the POETE tabs.

WHAT'S NEW - CONTINUE

Equipment Ledger

- (NEW) A new "Deployable/Shareable" column has been added to identify if the equipment is deployable or shareable.

Authorized Agent

- (NEW) Added "Final Reimbursement" option to identify final reimbursement request.

FMFW v1.16
Overview

- Excel format with Macro and Non-Macro versions

- Living Document

- Used as a resource and reference for completing the BSIR in the Grants Reporting Tool (GRT)

- Foundation for project planning

- Used for multiple grant programs

Note: Separate Workbooks <u>must</u> be used for each Grant Program

*Remember:

"*Alterations to this document may result in delayed application approval, modification, or reimbursement requests. Subrecipients may be asked to revise and/or resubmit any altered Financial Management Forms Workbook.*"

Where is the FMFW?

- Go to www.CalOES.ca.gov
- Select "Cal OES Divisions" from the menu options at the top
- Select "Grants Management"
- Select "Grants Processing Programs"
- Select Homeland Security Grants Processing;

Financial Management Forms Workbook…

- Select the version of the Financial Management Forms Workbook you need:

Financial Management Forms Workbook v1.16 for FY 2016 grants
Financial Management Forms Workbook v1.15a for FY 2015 grants

Open and save the FMFW either to your hard drive, shared drive, or desktop.
Note: Save the FMFW in 'Excel 97-2003 Workbook(.xls)' format
May also be saved as 'Excel Macro-Enabled Workbook(.xlsm)' format
by Excel 2007 & 2010 users

FMFW v1.16 Composition

Comprised of seventeen (17) tabs. Below is a list of the tabs in order of their appearance in the FMFW:

- Instructions
- Grant Subaward Face Sheet
- Authorized Body of 5 & Contact
- FFATA Financial Disclosure
- Project Overview
- Project Ledger
- Planning
- Organization

- Equipment
- Training
- Exercise
- M&A
- Indirect Costs
- Consultant-Contractor
- Personnel
- Authorized Agent
- Summary

Instructions

Provides information on how to complete the Financial Management Forms Workbook (FMFW)

Grant Subaward Face Sheet

- Use the Grant Subaward Face Sheet (GSAFS) to apply for grant programs. Each grant program requires its own separate GSAFS

- The GSAFS has been formatted to print in 'portrait' mode; GSAFS submitted in 'landscape' mode **will be returned and a new one will need to be submitted**

- Please provide an **original signature** of the Authorized Official

Authorized Body of 5-Signature and Contact Information

- Use this page to list the Authorized Body of 5, Contact Information, and any additional Authorized Agents (if applicable)

- It's a good idea to have at least one additional Authorized Agent (AA) listed. If one AA is not available, a second AA can sign requests for reimbursements, modifications, or amendments

FFATA Financial Disclosure

- The FFATA Financial Disclosure is used to provide information required by the Federal Funding Accountability and Transparency Act of 2006

- If your organization is not subject to the FFATA Financial Disclosure requirements, check the "Not Subject to FFATA Financial Disclosure" box at the bottom of the page

Project Overview

The Project Overview is used to identify the Focus, Project Overview, State Investment Justification, Mission Areas, Core Capabilities, Capabilities Building, and Need

*Note:
   The maximum is 1,000 characters including spaces

Project Ledger

- The Project Ledger is the basis for all project planning and the backbone of the FMFW.

- List all Projects Letters in alphabetical order

- List all Project Numbers sequentially

- Used as a resource for calculating and determining Law Enforcement minimum requirement

- Provides real time project balance including Total Approved, Remaining Balance, and Percentage Complete

Planning

- The Planning Tab is used to identify all planning activities

- List all Project Numbers sequentially

- Provide the Final Product for each planning activity and Sole Source Procurement Information (if applicable)

- Contact your Program Representative for more information or examples of Final Product

Organization

- Use the Organization Tab to identify organizational activities

- List all Project Numbers sequentially

- Contact your Program Representative for more information
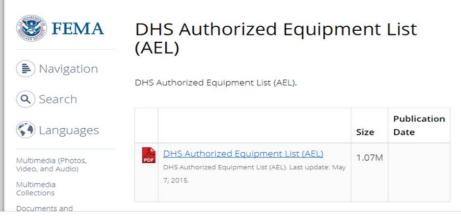
Equipment (a)

- The Equipment Tab is used to list all equipment. Provide the Authorized Equipment List (AEL) Number and Title, and Sole Source Procurement Information (if applicable)

- List all Project Numbers sequentially

- Reimbursement requests may not be processed without this information

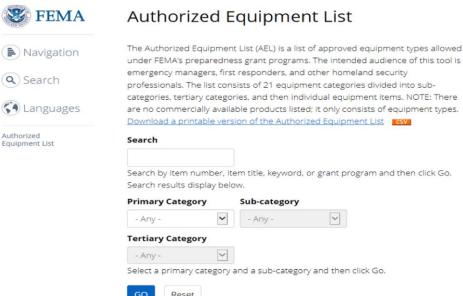- Identify if the Equipment is "Deployable" or "Shareable"

Equipment (b)

Find the Authorized Equipment List (AEL) Number and Title at:
https://www.fema.gov/media-library/assets/documents/101566

Select the "Navigation" link, then select "Authorized Equipment List"

Training (a)

- The Training Tab identifies approved training activities

- List all Project Numbers sequentially

- Provide the Total number of Trainee(s), Sole Source Procurement Information (if applicable), Environmental Planning and Historic Preservation (EHP) Approval Date (if applicable), and Feedback Number for training activities

- Reimbursement requests may not be processed without this information

Training (b)

To obtain the Feedback Number from www.CalOES.ca.gov.

1. From the homepage of the Cal OES website, type in "Training Request Form"; in the Search Box
   a. Click on "California Specialized Training Institute"
   b. Scroll to bottom of page
   c. Click on "TRAINING REQUEST FORM"
2. Or follow the direct link below to the "Training Request Form"; at:

http://w3.calema.ca.gov/WebPage/trainreq.nsf/TrainRequest?OpenForm

Training Request Form
Training Officer (POC)

Field	
First Name:	
Last Name:	
Email:	
Phone Number:	
Course Title:	
Level of Training:	Awareness
Disciplines Trained:	☐ Law Enforcement ☐ Emergency Medical Services ☐ Emergency Management Agency ☐ Fire Service ☐ Hazardous Material ☐ Public Works ☐ Governmental Adminstrative ☐ Public Safety Communications ☐ Health Care ☐ Public Health ☐ Other
Training Provider:	
Course From Date:	select
Course To Date:	select
Number of Individuals:	
State:	
Urban Area:	Anaheim
Sponsoring Jurisdiction:	
Total Cost:	
Grant Programs:	CCP
Grant Year:	2010

States, territories, and urban areas intending to use NTED funds to support attendance at qualified state-sponsored training courses must meet the following guidelines:

Exercise

- The Exercise Tab is used to identify all exercise activities

- List all Project Numbers sequentially

- Provide the Environmental Planning and Historic Preservation (EHP) Approval Date, Sole Source Procurement Information, and After Action Report (AAR) information if applicable

- Reimbursement requests may not be processed without this information

Management & Administration (M&A)

- Use the M&A Tab to provide detailed information on Management and Administration activities

- List all Project Numbers sequentially

Indirect Costs

- Use the Indirect Cost Tab to provide detailed information on Indirect Cost activities

- List all Project Numbers sequentially

Consultant/Contractor

The Consultant/Contractor Tab tracks information on:

- Who is being paid with grant funds;

- What consultant/contractor costs are being charged to the grant; and

- Keeps a breakdown of billable hours

- List all Project Numbers sequentially

Personnel

Use the Personnel Tab to provide information on:

- Who is being paid with grant funds

- What staff costs are being charged to the grant

- List all Project Numbers sequentially

Authorized Agent

- Submit one Authorized Agent Page for each Reimbursement, Advance, and Modification Request.

- The expenditure dates *must* match the date on the Reimbursement or Advance request (Project Ledger)

- The "REIMB or MOD Request #" and the "Amount This Request" fields must be completed

- Please provide the name and title of the Authorized Agent

- Please provide an **original signature** of the Authorized Agent

Advances, Modification Requests, and Amendments

Advance Requirements

The following rules apply to Advance requests:

- Advances must be expended as soon as possible, upon receipt, and may be issued with a Special Condition regarding disbursement

- Unexpended funds must be returned to Cal OES and modified into the FMFW

- Federal guidelines require Advances must be deposited into an interest bearing account and the interest must be tracked

Advance Requirements (continue)

- Subrecipients may retain $500 interest per Federal Fiscal Year for administrative expenses (per year, not per award) (FFY is October 1 through September 30)

- Interest earned over $500 per Federal Fiscal Year must be returned to Cal OES on a quarterly basis

  California Governor's Office of Emergency Services
  Attn: Program Representative's Name
  Homeland Security Grants Processing Unit
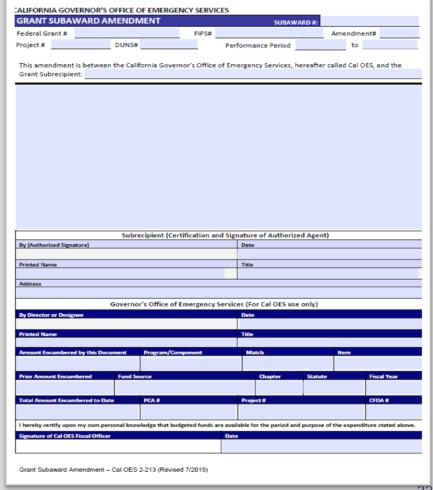 3650 Schriever Avenue
  Mather, CA 95655

Modification Requests

- State Agencies are not permitted any changes or Modification to the submitted application without prior approval from Cal OES

- Requested funds must be consistent with the Modification

- Report changes in the BSIR via the Grants Reporting Tool (GRT)

Amendments

- The Grant Subaward Amendment Form will be used to increase or decrease Grant Subaward amounts, and request extension of original performance period

- Request the form from your Program Representative

- Please provide an **original signature** of the Authorized Agent on the Amendment

Important Links

- California Governor's Office of Emergency Services: www.caloes.ca.gov

- Authorized Equipment List: https://www.fema.gov/media-library/assets/documents/101566

- Training Request Form: http://w3.calema.ca.gov/WebPage/trainreq.nsf/TrainRequest?OpenForm

The Homeland Security Grants Processing Unit

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Questions?

Thank you for your time! We appreciate all of your hard work, and look forward to helping in any way we can!